

December 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 End PS Updates 11:00 1:00-Time Editor Closes BW Payroll Process PE 11/30/19 OPEN SPD	3 BW Payroll Process cont.	4 BW PAYGL02 Pay Run ID 2012 Mail BW Paychecks 4:00pm Deadline: Off-cycle Ck Requests	5	6 BW Payday-PE 11/30/19	7
8	9 BW PSFs due PE 12/14/19 Late/Revised Time Docs (Process w/PYRL PE 12/14/19)	10 Monthly PSFs Due	11 4:00pm Deadline: Off-cycle Ck Requests	12 Final Off-Cycle Request Biweekly/Monthly Noon	13 8:00a-Time Editor Opens-PE 12/14/19	14 BW PPED
15 BW PP Begins	16 End PS Updates 10:00 12:00-Time Editor Closes BW Payroll Process PE 12/14/19 BW PSFs due PE 12/28/19 Late/Revised Time Docs	17 BW Payroll Process cont.	18 BW PAYGL02 Pay Run ID 2013 Mail BW Paychecks Monthly Payroll Process PE 12/31/19	19 PAYGL02 Run ID M1219 Noon-Time Editor Opens-PE 12/28/19 SPD Gray OUT-Mthly	20 BW Payday-PE 12/14/19 Tech Time Due PE 12/28/19 5pm 5pm Time Editor Closes SPD Gray OUT-Mthly	21
22	23 Winter Break	24 Winter Break	25 Christmas Winter Break	26 Winter Break	27 Winter Break	28 BW PPED
29 BW PP Begins	30 BW Payroll Process PE 12/28/19 Kronos/Deltek Time Due 8am Monthly Payroll posted for Redistributions **	31 Monthly Payday PE 12/31/19 BW PAYGL02 Pay Run ID 2014 SPD Closed - Month End	Notes: Over 90 Day Late Transfer Approvals in Effect for July - August Payrolls as of December ** This schedule is subject to change due to unforeseen system or payroll issues.			